

Mr. Colby:

1. PPB called to set up two briefings for you, both of which you either requested or know about, as I understand it:

a. Briefing on new statistical techniques using computers to analyze Directorate programs and activities -- [redacted]

[redacted] of PPB -- at 10:00 on Friday, 15 December, in the [redacted]

b. Briefing on HEW's system for productivity -- being set up by [redacted] former PPB'er who is now an assistant to [redacted]

[redacted] - at 2:30 on Tuesday, 19 December, in the [redacted]

2. [redacted] called earlier this week and asked to see you in order to give you a status report on the project he's working on. I explained that you were "swamped" at the moment but would call him. Today he called again to say he was leaving town until Friday. If you agree, I'll call him on Friday and set something up for next week, when your calendar looks a bit better. [redacted]

3. [redacted] stopped in today and asked to see you for fifteen minutes sometime within the next few days. If it's all right with you, I'll put him on for tomorrow morning. [redacted]

4. You are scheduled to have lunch with [redacted] at the Cosmos Club on Friday, departing here at noon. You also have a meeting with Mr. Papich and the PFIAB staff at 2:00 that day. Would you prefer to reschedule the lunch for another day? Or change it to the Rendezvous Room? Or leave it as it is and have [redacted] drop you at EOB, then drive [redacted] back here and go back for you? [redacted]

5. [redacted] called to say that the Agency Reserve Unit is having its annual social meeting in the Executive Dining Room on Monday, 18 December, from 5:30-7:30. [redacted] said this is not a command performance but invited you to drop by for a drink with them. Do you wish to do this? Yes ___ No ☒

Barbara
13 December 72